

## County of Wayne – Payroll/Retirement Clerk

**Job Summary:** Works with the HR Assistant to compile and process bi-weekly payroll. Maintain records, accrual summaries. Maintain enrollment, changes and other member benefits for retirement plans including retirement quotes, preparation of quotes and assistance with employee questions. General office functions including typing, answering phone and assistance to the Business Manager and Chief Clerk

### Essential Job Functions:

- 1) Process and issue employee payroll, direct deposits and retirement checks.
- 2) Maintain accrued leave, absence records.
- 3) Maintain employee deduction, department assignment and other employment records.
- 4) Prepare reports as necessary assist in any reconciliation work.
- 5) Maintain pensioner records, benefits, insurance benefit records, post G/L transactions for pension fund.
- 6) Works with other staff to maintain function of the Commissioners office including answer phones, taking messages, preparing various correspondence as necessary.
- 7) Assist in activities related to Board of Election as necessary.
- 8) Performs any additional activities as may be assigned.
- 9) Maintain professionalism, confidentiality and good customer service.

**Knowledge and Experience:** Past experience in processing and payment of payroll is required. General accounting knowledge to include chart of accounts and multiple department general ledger posting is also helpful. Use of Microsoft Office and computer software systems is an essential function. Ability to work in a close office setting with Elected officials, department heads and other business office personnel. High School Diploma or equivalent, experience or training in payroll and benefits processing.

This position is full-time and works in the Commissioner's office. This person reports to the Business Manager and the Chief Clerk and works closely with the HR assistant. This is a non-exempt position, 35 hours per week, Monday – Friday.

**Salary** \$ 25,173.71 annual salary, steps for advanced education.